

E-Mail ALPERSRU D/03

Subj: ENTITLEMENT TO LEVEL-3 CAREER SEA PAY WHEN SERVING IN-THEATER

Ref: (a) [U. S. Coast Guard Pay Manual, COMDTINST M7220.29A\(series\)](#)
(b) COGARD HRSIC TOPEKA KS//PRC// 242207Z Jan 03 (AIG 11939)
(c) COMDT COGARD Washington DC//G-W// 072200Z Feb 03 (NOTAL)
(d) E-Mail ALPERSRU AI/02
(e) E-Mail ALPERSRU C/02

Introduction This e-Mail ALPERSRU provides procedures for payment of Level-3 Career Sea Pay (CSEAPAY) to members performing sea duty aboard vessels operating in the Persian Gulf in support of Operation Enduring Freedom (referred to hereinafter as "In-Theater").

Discussion Section 4-B of reference (a) provides for the payment of three Levels of CSEAPAY to members **permanently** assigned to a vessel or mobile unit. The three Levels are shown in Figure 4-5, reference (a).

Figure 4-6, Rule 7, reference (a), and reference (b), provide that members (including mobilized reservists) who are **temporarily** assigned to a vessel or mobile unit from a shore unit are eligible for Level-1 CSEAPAY.

Reference (c) prescribes that members performing **permanent or temporary sea duty In-Theater** are eligible for Level-3 CSEAPAY while In-Theater. Members eligible for this special Level-3 rate of CSEAPAY are those who:

- are serving permanently or temporarily on a WPB, WLB, WHEC, or deployed afloat as part of a LEDET; and
- the vessel/LEDET has arrived in the Persian Gulf and meets the qualifications for Imminent Danger Pay as prescribed in section 4-H, of reference (a).

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HRSIC Notification

If a vessel is scheduled to deploy In-Theater, the servicing PERSRU shall send an E-Mail to HRSIC-CST@hrsic.uscg.mil providing the name of the vessel and the actual date of arrival In-Theater. HRSIC-CST shall update the Department Table to reflect the vessel's eligibility for Level 3 CSEAPAY.

Procedure For Members Permanently Assigned To A Qualifying Vessel

PERSRUs shall follow the procedures below to pay Level-3 CSEAPAY to members permanently assigned to, and serving on, an eligible In-Theater vessel (NOTE: If the vessel is already designated as a Level-3 CSEAPAY vessel, there is no need to follow these procedures for permanently assigned personnel). Refer to the CGHRMS online help at <http://cghrms.osc.uscg.mil> for detailed procedures. [A tutorial, demonstrating this procedure, is available in the tutorial and demonstration section of the online help.](#)

Step	Action
1	Stop the member's current Level of CSEAPAY effective the day <u>prior to</u> the date a member qualifies for Level-3 CSEAPAY. Note: If the member is eligible for Career Sea Pay Premium, it must be restarted. The system automatically stops Career Sea Pay Premium each time CSEAPAY is stopped. See Step 6 below.
2	Add a new CSEAPAY entitlement row using the date the member qualifies for Level-3 CSEAPAY as the start date.
3	Enter the Unit's Department number on the Detail page of the new CSEAPAY row. If the Department Table has been updated to reflect the vessel is In-Theater, a box reading Is Member In Theater will appear. Checking this box will start CSEAPAY at the Level-3 rate.
4	If the member is a reservist a box reading Reservist In a Mobilized or ADT Status will also be active. Check the box if applicable. See the Mobilized Reservists section (below) for more information.

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Procedure For
Members
Permanently
Assigned To A
Qualifying
Vessel (Cont'd)

Example of CSEAPAY Detail Page:

[Home](#) > [Compensate Employees](#) > [Maintain Entitlements](#) > [Use](#) > **Employee Entitlements**

Supporting Data

1234567 CSP 02/28/2003 CSPAY

SetID:

Department: CGC OVERTHERE

Is Member in Theater ☐

Reservist In a Mobilized or ADT status ☐

ATU: 07 OPFAC: 12345

CSP 1
Level
Code:

This checkbox is only available when the unit is designated as operating in theater

This checkbox is only available when the member is a reservist

Step	Action
5	Click Save.
Steps 6, 7, 11 and 12 are required if member is entitled to CSEAPAY-Premium	
6	Add a new CSEAPAY-Premium row using the date the member became entitled to Level-3 CSEAPAY (same date as used in Step 2 above) for the start date.
7	Click Save.
8	Effective the date member departs the In-Theater local stop Level-3 CSEAPAY. Reminder: This will also cause CSEAPAY-Premium to stop.
9	Effective the day after the member departs the In-Theater locale, re-start the normal Level of CSEAPAY prescribed in figure 4-5, reference (a). (Do not check the “ Is Member In-Theater ” checkbox on the Detail page).
10	Click Save
11	Add a new CSEAPAY-Premium row using the same date as used in Step 9 above for the start date.
12	Click Save

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TDY Procedure

Procedures for reporting TDY to a CSEAPAY-eligible vessel are in references (d) and (e). Normally, CSEAPAY is started on the P620 transaction (element codes 11 thru 13). The P620 transaction is programmed to pay Level-1 CSEAPAY only. CGHRMS must be used to pay Level-3 CSEAPAY for members serving In-Theater

If a member is sent TDY to a vessel In-Theater, the PERSRU shall not pay CSEAPAY using element codes 11 thru 13 on the P620 transaction. Instead, the PERSRU shall start and stop CSEAPAY in CGHRMS as described in the preceding section.

Mobilized Reservist Procedure

Reference (b) published a Reserve Mobilization Personnel and Pay Procedures Guide. As discussed on pages 11-10 and 11-15 of the Guide, mobilized reservists assigned to a CSEAPAY-eligible vessel are normally eligible for CSEAPAY at the Level-1 rate. If the mobilized reservist is performing sea duty on an eligible vessel In-Theater, the reservist is entitled to CSEAPAY at the Level-3 rate.

CSEAPAY to a mobilized reservist shall be started and stopped in CGHRMS. When executing the Start in CGHRMS, a box reading **Reservist In a Mobilized or ADT Status** will appear.

- If the reservist is on EAD or other long-term active duty other than mobilization, do not check this box. By not checking the box, the reservist is paid whatever Level of CSEAPAY is appropriate for members permanently assigned to the vessel.
- If the reservist is mobilized or on ADT, do check this box. This will ensure the reservist is paid Level-1 CSEAPAY (similar to a TDY member)
- If the reservist is assigned to a vessel In-Theater, upon entering the vessel's Department number, a box reading **Is Member In Theater** will appear. Checking this box will start CSEAPAY at the Level-3 rate.

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WHEN SERVING IN-THEATER, Continued**

Questions Questions may be directed to HRSIC Customer Service at (785) 339-3540 or by e-mail to HRSIC-CST@hric.uscg.mil.

Released by Internet release authorized.

/s/
M. P. SULLIVAN
Deputy Director